Colne Engaine Parish Council

Notice of conclusion of audit

Annual Return for the year ended 31 March 2016

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Colne Engaine Parish Council** for the year ended 31 March 2016 has been concluded and the accounts have been published.	This notice and Sections 1, 2 & 3 of the Annual Return must be published by 30 September. **This must include publication on the body's website.**
2. The Annual Return is available for inspection by any local government elector of the area of **Colne Engaine Parish Council** on application to:	
(a) TERRY ROOTSEY (RESPONIBLE FINANCIAL OFFICER) 3 BOX MILL COTTAGES BOX MILL LANE HALSTEAD CO9 2DR	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return
(b)	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £2— (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d)	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 27/9/2016.	(e) Insert the date of placing of the notice

THIS NOTICE AND SECTIONS 1, 2 & 3 ARE TRUE FACSIMILES OF THE ORIGINALS WHICH CAN BE SEEN AT THE ABOVE ADDRESS

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: COLNE ENGAINE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA ✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE: 9F

dated 09/06/16.

Signed by:

Chair SIGNATURE REQUIRED

dated 09/06/16

Signed by:

Clerk SIGNATURE REQUIRED

dated 09/06/16.

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	~~24289~~ ~~27326~~	~~27326~~ ~~30363~~	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	21257	21922	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6244	6987	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11368	13374	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	13096	~~11795~~ ~~12399~~ 13564	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	~~27326~~ ~~30363~~	~~31066~~ 28997	Total balances and reserves at the end of the year. Must equal ~~(1+2+3)~~ – (4+5+6)
8. Total value of cash and short term investments	27326	~~28997~~ ~~31066~~	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.**
9. Total fixed assets plus long term investments and assets	104534	108576	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date 09/06/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

09/06/2016

and recorded as minute reference:

MINUTE REFERENCE 9F

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date 09/06/2016

Section 3 – External auditor certificate and report
2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here: COLNE ENGAINE PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report EX0054

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

- The council's name was omitted from Section 2 and the Annual Internal Audit Report.
- The amendments made in Section 2 of the Annual Return must be initialled and dated by the RFO/Chairman.
- Section 2, Box 2, the annual precept, does not agree to the figure notified to us by the precepting authority. The figure in Box 2 should read £21,802. We are advised that the figure presently showing there is the precept for the current financial year. With the correct figure inserted in Box 2 the total in Boxes 7 and 8 becomes £28,877, a figure that does not agree with the year-end bank reconciliation. The difference is £120, which should be investigated with the correct figures being entered in next year's return.

External auditor signature: PKF Littlejohn LLP

External auditor name: PKF Littlejohn LLP

Date: 19th September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)